

City of Torrance Community Services Department  
CULTURAL SERVICES DIVISION

**JOB OPPORTUNITY**

**RECREATION SPECIALIST -- (Exhibition Preparator)**  
**\$16.51 per hour; Variable Hours**

The City of Torrance Community Services Department is currently accepting applications for a Recreation Specialist (Exhibition Preparator) with the Cultural Services Division. This is a part-time, as needed position.

**DESCRIPTION:**

Under general supervision, the Recreation Specialist (Exhibition Preparator) works mostly during the times when exhibits at the Torrance Art Museum (TAM) are being installed and taken down.

**DUTIES:**

- \* **Track** and plan logistical aspects of exhibitions throughout the year;
- \* **Prepare** gallery walls for installation, including patching, light painting and cleaning;
- \* **Advise** curators and artists on practical aspects of the install of artworks;
- \* **Install and Deinstall** artworks as indicated by curator(s) and artists;
- \* **Handle** art objects and equipment in a safe and professional manner;
- \* **Document** and record condition of artworks on delivery/collection and return;
- \* **Upkeep** all Loan Forms and other necessary relevant paperwork for exhibitions;
- \* **Supervise** work of others assisting in installation process;
- \* **Organize** supplies, tools and equipment, and notify supervisor when low;
- \* **Deal** with shipping companies to ensure art works arrive and depart safely and on time;
- \* **Perform** other duties as required;
- \* **Collection** and return of artworks;
- \* **Lighting** of exhibitions;
- \* **General** upkeep and maintenance of museum and light cleaning duties;
- \* **Opening** and closing of museum as required.

**KNOWLEDGE OF:**

Principals, techniques, and practices used in gallery/museum exhibitions.  
Proper handling, shipping and transport of art objects, construction techniques, common building supply materials, hanging and installing artwork, painting, and setting lights.

**ABILITY TO:**

- \* Regularly lift up to 35 pounds and occasionally over 75 pounds;
- \* Have physical stamina to climb ladders and be on your feet;
- \* Use common hand and power tools;
- \* Use scaffolding and a scissor lift;
- \* **Work independently and within time constraints and deadlines;**
- \* Work occasional evenings and weekends;
- \* Read, write and comprehend instructions in English;
- \* Possess a valid Class C Driver's License
- \* Establish and maintain cooperative relationships with all persons contacted in the course of work including fellow employees and other City representatives, curators, artists, volunteers and outside vendors.

**HOURS:**

Hours are flexible but concentrated around exhibition installation and deinstallation. Hours worked cannot exceed 980 in any fiscal year (July 1 – June 30.)

**FILING DEADLINE: 5:00 p.m. Friday 16<sup>th</sup> January, 2015**

- Interested applicants can submit an application and cover letter to the City of Torrance Human Resources Department, 3231 Torrance Boulevard, during the following hours: Monday - Friday, 7:30 a.m. - 5:30 p.m. The Human Resources Department is closed every other Friday. Applications and cover letter can also be submitted on-line on the Human Resources Department web page at [www.TorranceCA.Gov](http://www.TorranceCA.Gov).
- **No applications will be accepted at the Torrance Art Museum. Do not drop off or email any materials directly to TAM.**
- Only those candidates whose training and experience best meet our needs will be invited to participate in an oral interview. If no qualified applicants apply by the deadline, the position will be reopened. Oral interviews are tentatively scheduled for the week of January 26, 2015. If you have additional questions contact Max Presneill, TAM Curator, at [mpresneill@TorranceCA.Gov](mailto:mpresneill@TorranceCA.Gov)

The City of Torrance is an Equal Opportunity/Affirmative Action Employer.  
Applicants with disabilities who require special arrangements must  
contact the above-named personnel prior to testing/interview.